

## BUDGET AND FINANCE POLICY

The Clarkson Public Library budget is prepared annually based on information provided by the City Clerk, state statutes, Nebraska Library Commission accreditation standards, and community need. The Library Director along with the Library Board prepare a preliminary yearly budget within the time frame requested by the city clerk each year. The preliminary budget along with budget requests is submitted to the City Council after the July meeting of the Board. In August the City Clerk meets with the Library Board and presents more final details of the budget and changes can still be made. The recommended budget is then submitted to the City Council for approval.

A monthly accounting of revenues and expenses may be provided to the Library Board in packets distributed to Board members prior to each monthly Library Board meeting. Such figures may be derived from daily revenue forms and from expense reports provided by the city office on a monthly basis.

Monthly Revenue will consist of:

- Interlibrary loan fees
- Copies
- Fines
- Faxes
- Laminating
- Donations, gifts, memorials
- Weeded book sales

Monthly expenses will consist of the following:

- Salaries
- Repairs
- Supplies
- Insurance
- Legal fees
- Audit
- Telephone
- Utilities
- Dues and Subscriptions
- Print and publish
- Books
- Engineering fees
- Librarian Education
- Periodicals (subscriptions)
- State and County Aid
- Computer Tech Support
- Miscellaneous

Video Equipment  
Other Equipment  
Internship Grant expenses

The Director manages the ongoing finances of the Clarkson Public Library. The Director along with the Library Board President and Secretary authorize payment of invoices and reimbursement in accordance with the applicable state statutes. The Library Director recommends compensation for staff, contracts for services, manages revenue, and works with the Library Board and city office on budgeting issues. All monthly bills are reviewed at the monthly Board meeting and after any questions are answered the Board votes approval for bill payment. If approved, the bills are paid by the City Clerk and reported to the City Council at the following monthly meeting.

The Director makes a yearly report to the Library Board and City Council based on the yearly statistical report required by the Nebraska Library Commission. This report along with collection and circulation statistics includes a budget report. This report is made to the City Council each year as required by the state statutes.

The Clarkson Public Library Board may work with the Clarkson Public Library Foundation on projects that fall outside the realm or means of the annual budget provided by the City of Clarkson.